APPENDIX O: QUARTERLY REPORTS

In 2003, the Chancellor's Office suspended the requirements for submitting Capital Outlay Quarterly Reports due to state budgetary reductions to staffing levels. Since that time the Chancellor's Office has been out of compliance with the State Administrative Manual (SAM) Section 6864 which requires each state agency with a capital outlay appropriation to submit to the Department of Finance a quarterly report by the 15th of each month following the close of a quarter.

In addition to the SAM requirement for quarterly reporting the passage of Prop 1D in 2006 carried with it a requirement for more project information transparency. Beginning with those projects funded by Prop 1D proceeds the Chancellor's Office must provide periodic project status updates to the Governor's Bond Accountability website. We have been quite successful in doing data capture from FUSION (the CCC system's facilities management database), however there is a significant amount of local funding, change order, and timeline changes that are not currently available in the FUSION database.

In order to bring the Chancellor's Office back into compliance with SAM reporting requirements and to provide full project information to the Governor's Bond Accountability website, the FUSION programmers have developed a streamlined Quarterly Report that can be completed and submitted electronically to the Chancellor's Office. The FUSION Quarterly Report is available in the FUSION Project Module, organized by district/campus and project name. District staff familiar with preparing and submitting Claims will find the Quarterly Report tab on the same pull down menu as the Claims tab in the Project Module. In order to diminish the amount of data entry required the programmers have created a report that will reach into the various modules of FUSION and self-populate as much of the Quarterly Report as possible.

The Quarterly Report data to be filled out by District staff will consist of the following information:

- Current local financing budget by phase
- Current project to date **local** expenditures by phase (FUSION is already capturing and reporting state expenditures)
- Number of Change Orders
- Current project to date cost of Change Orders

- Actual Completion Date of project (not entered until reached)

- Beneficial Occupancy Date (not entered until reached)

- Close Fiscal Accounts Date (not entered until reached)

- Comments explaining delays, major change orders, etc. as necessary

- There is a provision for attaching documents to the Report if necessary

We are requiring all Districts that have received state funding beginning with the 2007 fiscal year to start submitting Quarterly Reports at the close of the 7/1–9/30/2010 quarter. All future **quarterly reports will be due by the 15th of the month following the closure of that quarter**.

In order to assist District staff in populating the FUSION Quarterly Reports, the programmers have developed a self-help tool that can be found in the eManual portion of FUSION. Staff can contact the FUSION Help Desk at fusionhelp@foundationccc.org or call 1-866-325-3222 for further assistance if needed. The Quarterly Report will be included in future FUSION Training Sessions to be scheduled around the state.

We recognize this may require a bit of an increase in project management and reporting requirements on the part of the District, however we feel that it is imperative that the Chancellor's Office get back into compliance with the Department of Finance and the Administration in order to not jeopardize future Community College State Capital Outlay Program funding. There will be a silver lining to this effort in that as the FUSION database becomes more fully populated with not only state expenditures but also the District's portion of funding for projects a clearer picture of actual project costs will become available to assist the Chancellor's Office in evaluating its building cost guideline allowances.